



Dear Vendor:

March 2012

This year marks the 23rd year of the Raytown State Championship Barbeque Cookoff, a qualifying competition for the famous American Royal Barbeque Cookoff. The Raytown Cookoff hosts over 60 barbeque teams and pays out \$7,500 in cash and prizes. This year, the Raytown SummerFest will be held back in Downtown Raytown at 63rd Street and Raytown Road. Attendance is free to the public and the event draws huge crowds. There will be the Jones & Co. Carnival, entertainment, the famous "Chris Cakes" Pancake Breakfast, the Sausage Sprint Dachshund Races and plenty of delicious BBQ!

We would like to extend the offer of an affordable booth space for you to display and sell your work. You will find an application form enclosed, just fill it out and send it back to the Chamber with a check to reserve your space. We also accept all major credit cards. (include account number, expiration date & 3 digit security code).

***Don't miss out on this great opportunity! Space is limited !
*** Deadline for booth entry is May 18, 2012 ******

Location: Downtown Raytown at 63rd Street & Raytown Road

**Hours: The festival will run Friday June 8 from 4:00-9:30PM (Carnival-10pm)
Saturday June 9 (7AM Pancake Breakfast) 10:00AM-9:30PM (Carnival-10pm)**

Booth Setup/Removal: Exhibitors may set up Friday, June 8, after 12:00 p.m. All regular spaces are 10 x 10, located on pavement or a few on grass and **do not include tables, chairs or protective covering. Booths must be completed and ready for operation by 4:00 p.m. that day (June 8), unless special arrangements have been made with Chamber staff.**

All vehicles bringing in merchandise should unload as quickly as possible and move their vehicles so others can unload.

Booths must be manned during all hours of the festival. No exhibitors are allowed to stay overnight in exhibit area. All booths must be **removed by midnight Saturday, June 9**. Exhibitors are expected to clean their areas thoroughly, using the trash containers provided.

Parking is restricted to appropriate areas outside of exhibit area and prohibited on private property. There is no reserved parking for vendors and they are encouraged to leave the prime parking spots to the public.

****All game booths are required to provide a Certificate of Insurance of at least \$1,000,000.****

Electricity: There is limited electricity available. Vendors using electricity will need to provide their own extension cord to reach the outlet (75-100 feet long). Because of excessive loads placed on the electrical system, no one will be permitted to attach equipment that is not an integral part of their booth space.

Merchandise: Please help us to continue to make this a wholesome, family event. Booth holders selling items deemed obscene, dangerous or unlawful by the Event officials will be asked to remove those items, including but not limited to knives, ninja stars, firearms, drug paraphernalia, throwing stars, brass knuckles, pressurized string and laser pointers, etc. may not be sold.

No weapons of any kind may be sold, including but not limited to toys that shoot projectiles.

>> SECURITY NOTICE: CONCEALED FIREARMS ARE PROHIBITED AT THIS EVENT <<

**Raytown Area Chamber of Commerce • 5909 Raytown Trafficway • Raytown, MO 64133
(816) 353-8500 • Fax (816) 353-8525 • staff@raytownchamber.com**

**JUNE 8 - 9
2012**



**DOWNTOWN
RAYTOWN**
63rd Street & Raytown Road

VENDOR APPLICATION

Booth/Organization Name _____

Authorized Booth Holder _____ Phone _____

Address _____ Phone #2 _____

City _____ State _____ Zip _____

Description of Items

Sold or Displayed: _____

>> You must also send a photograph of the booth or the items that will be sold/displayed to be accepted as a vendor.

Exact size of booth/trailer: _____

BOOTH FEES (Check which type):

BUSINESS/GAME BOOTH
\$115.00 (10'x10')

ART/CRAFT BOOTH
\$90.00 (10'x10')

NOT FOR PROFIT BOOTH
\$60.00 (10'x10')

No Food Vendors.
Booths are assigned on
a first come, first served basis.

⚡⚡ ELECTRICITY IS LIMITED

Please check your electricity requirements below :

- No power is needed.**
- *Basic Power - \$35.00**
(120 volts & up to 4 amps or 500 watts)
- *Basic & Extra Power - \$80.00**
(120 volts & up to 15 amps or 1800 watts)
- 220 volts or greater than 15 amps,**
Contact the Chamber to arrange.

***Must provide a 75-100 foot extension cord to reach the standard 120 volt outlet.**

PLEASE READ BOTH SIDES OF APPLICATION CAREFULLY BEFORE SIGNING.

We will not be able to reserve a location for you without this signed agreement, payment of the booth fee and any additional electricity required, and a Certificate of Insurance (Food and Game Booths ONLY).

WAIVER OF LIABILITY: In consideration of your accepting this entry, I the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against the Raytown Area Chamber of Commerce, City of Raytown, Kansas City Barbeque Society, Four Trails Real Estate Partnership, District Council #3, their agents, successors, and assigns for any and all injuries suffered by me in this event. Further, I hereby grant full permission to the Raytown Area Chamber of Commerce and/or agents authorized by them, to use any photographs, videotapes, motion pictures, recordings or any other record of this event for any legitimate purpose.

"I, the undersigned have thoroughly read the rules and regulations on the reverse side of this application and agree to comply with same."

Signature of Booth Holder (MUST BE OVER 18) _____

Date _____

RELEASE MUST BE SIGNED OR ENTRY WILL NOT BE ACCEPTED

Make checks payable and mail entry form to: Raytown Area Chamber of Commerce • 5909 Raytown Trafficway • Raytown, MO 64133

Fax (816) 353-8525 • Email: staff@raytownchamber.com

CREDIT CARD # _____ Exp. _____ 3 digit Security Code _____

You may also register online at www.raytownchamber.com

Date Received _____ Amount Paid _____ Elec. _____ Booth Number _____

RULES AND REGULATIONS BINDING BOTH PARTIES TO EVENT CONTRACT

INTERPRETATION AND ENFORCEMENT OF RULES:

Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Jackson and the City of Raytown pertinent to the vendor's participation in the event, including but not limited to statutes and ordinances affecting gambling, health and sanitation, building and electrical codes, and fire safety.

The Chamber (it) shall have the right to interpret the following rules and regulations, to amend or add such rules and regulations at its discretion, whenever it (the Chamber) might deem appropriate and to enforce compliance with such rules and regulations.

Any violation of these rules and regulations or of the referenced statutes and ordinances may result in immediate forfeiture of all rights of participation in the event.

The Chamber reserves the right to close down an operation, booth, game or other activity and make no refund of fee.

LIABILITY INSURANCE:

All Game Booths are required to provide a current Certificate of Liability Insurance. (at least \$1,000,000)

SALES TAX PAYMENTS:

Sales Tax is the responsibility of the vendor. The Missouri sales tax information is available at the Chamber office. All vendors shall be current in all sales tax obligations to the State of Missouri and/or the City of Raytown. If said obligation is unsatisfied, the Chamber shall prohibit the vendor from participating in the event, and the vendor shall forfeit all fees, costs or monies paid to the Chamber for participation in or associated with the event.

BOOTH INFORMATION:

Booth spaces are available in 10' x 10' size. The Chamber reserves the right to restrict the number of same product booths no matter where the booth is located.

There is a limit of two adjacent spaces that any one organization/or exhibitor may rent in the exhibit area.

BOOTH SETUP/REMOVAL:

The area will be open **Friday, June 8, after 12:00 p.m.** for vendors to set up. All vendors must report to the check-in station prior to set-up. Vendors with large trailers or trucks, which block passages, must be on site and unloaded by 3:00 p.m. Friday. Unless special arrangements have been made, all exhibitors need to have their booths/displays completed and ready for operation by **4:00 p.m., Friday, June 8.** NO long-term parking will be permitted in the event area. All vehicles bringing in set-ups and merchandise should unload as quickly as possible and remove the vehicles out of the exhibition area so that others can unload.

All booths must be removed from the exhibition area (including tents) by **midnight Saturday, June 9.** Exhibitors are required to clean their individual areas thoroughly. Trash barrels are located throughout the area.

Loading/unloading passes are given to those who wish to drive into the exhibit area to service their booths; however, no vehicles will be permitted in the exhibit area 30 minutes prior to or during the hours of the event. Booths are to be manned all days and hours of the festival.

No exhibitors are allowed to stay overnight in exhibit area. **Parking is restricted to appropriate areas outside of exhibit area and prohibited on private property.**

BOOTH CONSTRUCTION/USE:

The Chamber reserves the right to remove a booth from the event if the booth is constructed in an unsafe manner. Vendors will confine their operation to their own booth. Subleasing of any or all of the assigned booth space is strictly prohibited. The Chamber reserves the right to monitor and regulate the level of sound from all the booths. After two warnings about offensive sound, the Chamber shall have the right to disconnect power from the booth or request the vendor to vacate the event.

ELECTRICAL:

Vendors must indicate on face of contract electrical power requested. The Chamber will determine if the power requested is available. Vendors requesting electricity, must pay at time of contracting for booth space. Vendors using more than the amount approved, will be in violation of the rules and/or may be required to pay additional fees. Vendors planning to use electricity should bring *at least* 75 feet of extension cord, heavy enough to handle the approved electric load. If using more than one electrical device, Vendor is required to provide an adequate power strip with fuse or breaker protection. Breakers and ground fault protection will control each circuit and common sense should be used as to the number and demand of each electrical device. For electricity failures, report to the Chamber booth immediately.

MERCHANDISE:

At no time shall vendor have merchandise in their booth which, in the sole judgment of the Chamber, shall be deemed obscene, dangerous or unlawful, including but not limited to drug paraphernalia, knives, throwing stars, brass knuckles, laser pointers, and canned silly string. **No weapons of any kind may be sold, including but not limited to toys that shoot projectiles.** Failure of vendor to abide by this rule will result in his/her removal from event

CONTRACT CONTINGENCY:

This contract is contingent, insofar as the Chamber is concerned, upon its ability to obtain permission from the City of Raytown to conduct the 2011 event. In the event this contingency is not met prior to the opening of the festival, the contract shall be null and void and monies refunded.

PET RESTRICTION:

Vendors are asked not to bring their pets to the event.

CANCELLATION:

Vendor shall notify Chamber in writing of intent to cancel this contract no later than 45 days in advance of the event, in order to be eligible for a 50% refund. Cancellations after this date are not eligible for a refund. Refunds will be mailed after the event.